



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE SUPERVISOR
3	Posting Number	PN# 111680
4	Department	Building Services
5	Division	Design & Construction
6	Section	N/A
7	Reporting Location	900 Bagby*
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Supervises, coordinates, trains and evaluates job assignments. Coordinates special projects, including planning, research, presentations, promotions and evaluation. Investigates special concerns encountered by employees. Responds to calls from departmental personnel, other City departments, and the general public that extend beyond the normal scope of subordinates' responsibilities. Review individual work assignments for accuracy and completeness. Handles highly confidential information. Prepares, edits and revises reports and correspondence. Performs administrative tasks including interviewing prospective applicants, evaluate job performance, trains and recommends disciplinary action.	
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three years of experience in administration, accounting or a closely related field are required. Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants with organization and time management skills. Applicant must be computer literate in Windows applications to include Microsoft Access, Excel, PowerPoint, and Word.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range – Pay Grade 22 \$1,277 - \$2,388 Biweekly \$33,202 - \$62,088 Annually</div>	
18	<u>OPENING DATE</u>	July 5, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	